

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (#320-3)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$24,943 - \$26,140
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: March 14, 2016
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide clerical and technical support to Social Services and Senior Services.

ESSENTIAL JOB FUNCTIONS

This position will include a variety of clerical duties at both locations, such as: setting up and tracking files and records, handling incoming and outgoing correspondence and mail, maintaining statistical data and compliance logs, data entry into various systems for reimbursement. Proficient skills in various computer programs required – Microsoft Office, Excel, Photoshop, Publisher and website management. Duties at the Senior Center will provide nutrition and nutritional education to eligible seniors through both congregate and home delivered meals, health promotion activities and education, services to individuals with Alzheimer's or dementia diagnosis as well as their caregivers. Public contact will include receiving and providing information and problem resolution via telephone contact and direct face to face interactions.

ADDITIONAL JOB FUNCTIONS

All staff required to perform additional tasks with disaster management. Position may provide receptionist duties and other duties assigned by the Supervisor.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience. Must possess a valid North Carolina driver's license. Must pass a background check.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application and typing test. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

